

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 18, 2020

Closing Date: Open Until Filled

*****Initial Application Review Date: December 2, 2020*****

PARALEGAL

**Fraud and Consumer Protection Division; White Collar Crime Unit
Tobacco Litigation & Enforcement
New Castle County**

The Delaware Department of Justice seeks a Paralegal for the tobacco litigation and enforcement section in the Fraud Division's White Collar Crime Unit ("WCCU") in New Castle County. This paralegal will report to the WCCU Unit Head and be primarily assigned to assist DOJ's Tobacco Counsel in enforcing and litigating all aspects related to the Tobacco Master Settlement Agreement ("MSA"), as well as state and federal statutes and policies regulating tobacco products. This paralegal may also assist other Deputy Attorneys General in the WCCU in carrying out investigative, criminal prosecution, and civil enforcement matters, and perform other duties as assigned.

The core function of the MSA is to reduce the incidence of youth consumption of tobacco products. The successful paralegal candidate will have a strong interest in and commitment to combatting the health hazards associated with the use of traditional tobacco and electronic cigarette products.

Responsibilities will include assisting Tobacco Counsel in enforcing the provisions of 29 *Del. C.* § chs. 60(C)-(D) as applied to Tobacco Product Manufacturers; maintaining the DOJ's directory of approved manufacturers and brands; tracking retail sales and escrow deposits; ensuring compliance with past settlements; supporting prosecutions under Delaware's Contraband Cigarette Possession Statute; preparing discovery responses and document productions; supporting false claims cases handled by the WCCU; responding to written and telephonic inquiries; supporting regulatory enforcement of e-cigarette matters; and establishing and maintaining a positive rapport with counterparts in the tobacco units of other state attorney general offices, partner agencies within Delaware, and other stakeholder agencies.

The ideal candidate will have experience in civil litigation support, including e-discovery, strong communication skills, attention to detail, and general proficiency with Microsoft Excel. Strong candidates will also have a working knowledge of Microsoft Office 365, Justware (or other case management program), DELJIS, File & ServeXpress, Westlaw, Adobe Acrobat Professional, and Relativity (or another document review platform). An ideal candidate will also possess strong written and communication skills with the ability to communicate clearly with various stakeholders, opposing parties, and members of the bar and the general public.

A paralegal certificate and three years of paralegal experience is preferred, There will be significant and ongoing training provided.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school.

Internal Delaware Department of Justice Applicants: Please submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit resume and the Delaware Department of Justice application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can e-mail a resume and the Delaware Department of Justice application to DOJHR@delaware.gov **OR** Fax to: 302-577-5866. EOE.

Interviews may be conducted via Zoom or similar video platform.